

**STUDENT SUMMER HIRE
VACANCY ANNOUNCEMENT**

**Covering all Workforce Preparation/
High School Student & College Student
Summer Hire NAF/APF Positions**

**Civilian Personnel Advisory Center, Taegu, Korea APO AP
96218-562**

AN EQUAL OPPORTUNITY EMPLOYER

Opening Date: 9 April 01

Closing Date: 15 May 01

Position: Summer Aid (NTE 11 Sep 01)

Series & Grade: Various

Salary: \$4.50 (Note: Subject to change)

Work Schedule: 40 hours per week

Duty Location: Middle School/Teen program, FSD, ADCFA, DCA, 20th
Spt Gp, 19th TSC

Area of Consideration: Taegu and Waegwan areas serviced by Area IV
CPAC

NOTE: 11 July, 800-1200 Paid training mandatory for Juniors, Seniors and college students only. Covering finances, resumes, office etiquette, interviewing and filling out applications for college aid and grants.

WHO MAY APPLY:

1. Unmarried children, stepchildren, adopted children, and children under the legal guardianship of the sponsor or spouses, ages 14 through 17.
2. Spouses under 18 years of age and still in high school or home school.

High-School Students must provide written certification from the school that he/she is a full-time student at an accredited high school or trade school.

Home School Students must provide written certification from the instructor that he/she is a full-time high school student in a Home School program.

Conditions: Application for employment under this program will be considered in the following order of priority in classes of sponsors referred below, without preference to rank. You must reside in the same household with and be a family member of one of the following:

1. DOD military and permanent full-time and part-time appropriated and non-appropriated fund civilian personnel recruited from CONUS who have status under the SOFA or JUSMAG agreement and are assigned or attached to a U.S. Forces installation in the ROK.
2. Permanent full-time part-time locally hired U.S. citizen appropriated or non-appropriated fund civilian employees who have status under the SOFA or JUSMAG agreement and are assigned or attached to a U.S. Forces installation in the ROK.
3. U.S. citizens employed by other U.S. Government agencies. DOD contractors, Red Cross personnel, and other categories of personnel affiliated with the U.S. Government with SOFA or diplomatic status.

MAJOR DUTY: Performs routine, non-hazardous, unskilled work of a general nature requiring no prior experience or training. Duties include responsibilities normally inherent in clerical or wage board occupations. Examples of these are filing, messenger, mail clerk, light laboring, assisting groundskeeper, etc. Employee may be assigned to a variety of organizational segments during tour of duty.

QUALIFICATION REQUIREMENTS: Must be a high school/home school student and at least 14 years of age. 1st session: 14 years of age on or before 18 June 01. 2nd session: 14 years of age on or before 23 July 01

HOW TO APPLY: Application packets are available at any one of the following locations: (a) Civilian Personnel Advisory Center, Building 1805, Camp Henry, (b) ACS Program, Building 1103, Camp Henry, (c) Education Center, Camp Henry, (d) Youth Services, Camp Walker, (e) Taegu American School, Camp George.

Incomplete applications, such as missing support documents, will not be accepted.

EQUAL EMPLOYMENT OPPORTUNITY: All applicants will receive consideration for vacancies without regard to age, race, lawful political or other affiliation, color, marital status, sex or national origin or for handicap which does not interfere with accomplishment of duties.

WHERE TO APPLY: Civilian Personnel Advisory Center, Area IV, 20th Support Group, EANC-T-PAC, Unit #15494, APO AP 96218-562, Camp Henry, Building #1805. **APPLICATION DROP-OFF: CPAC OR TAEGU AMERICAN SCHOOL ONLY.**

WHISTLEBLOWER PROTECTION: Applicants for employment are protected from reprisal in making protected disclosures. Complaints may be referred to CPAC, Area IV, Taegu, Korea.

The following forms and/or documents must be submitted with the application package before the application can be date-stamped and accepted.

CHECK LIST:

1. Application Form: Signature must be original
2. Consent of Parent or Sponsor (on application form)
3. Copy of Sponsors' orders
4. Copy of Social Security Card (must bring in original for verification)
5. Local Applicant Questionnaire.
6. Application for position.
7. Race and National Origin Identification Form
8. Identification of Handicap Form
9. SF-1199 Direct Deposit Sign-Up Form
10. Form W4 (2001)
11. Verification of Student Status (to be obtained from your local high school or home school instructor)
12. Age Verification Form
13. Passport
14. Birth Certificate

For further information regarding this announcement, please call Ms. Reiley 768-6670 or e-mail reileys@usfk.korea.army.mil.

SUSAN REILEY
Personnel Assistant

Family Member Youth Employment Application

YOUTH PROGRAM: ☐ Summer Hire ☐ Winter Hire ☐ Family Member Youth Part-Time

CPAC Use Only

STUDENT BACKGROUND INFORMATION

1. Student Name (Last First MI): _____ 2. Student SSN (see Note 1) _____ 3. DOB (DD/MM/YYYY) _____

4. Home Telephone: _____ 5. Mailing APO Address: _____

Session:

1 2

Age: _____

SPONSOR INFORMATION

6. Sponsor's Name (Last First MI): _____ 7. Sponsor's SSN: _____ 8. Sponsor's Work Telephone: _____ 9. Sponsor DEROS: _____

10. Sponsor's Organization Address: _____ 11. Sponsor's Military E-mail: _____

EMERGENCY NOTIFICATION INFORMATION

12. Who is an alternate point of contact in case of emergency (Name): _____ 13. Work Telephone: _____ 14. Home Telephone: _____

STUDENT EDUCATION

15. Education: Are you still in Middle or High School? ☐ Yes ☐ No College Name: _____ Course of Study: _____
 Are you attending a College/University? ☐ Yes ☐ No (See Note 2)

EMPLOYMENT HISTORY AND SPECIAL SKILLS

16. Have you ever worked for a Youth Employment Program in Korea? ☐ Yes ☐ No If Yes, when? _____
 17. Do you speak a foreign language ☐ Yes ☐ No If Yes, which languages? _____
 18. Have you ever designed a Home Page/Web page on the Internet ☐ Yes ☐ No _____
 19. Please indicate your special skills that you have in working with computers. _____
 20. How many words per minute can you type? _____
 21. What extra-curricular activities or sports do you play or participate in? _____

WORK EXPERIENCE

22. Job #1: Name of Company/Organization you worked for: _____ Dates of Employment: _____ Name of Supervisor/Telephone: _____

Tell us what you did: _____

23. Job #2: Name of Company/Organization you worked for: _____ Dates of Employment: _____ Name of Supervisor/Telephone: _____

Tell us what you did: _____

24. Student Signature: _____ 25. Date: _____

 **See Reverse Side for Parental Consent to Work (Required if under Age 18)** 

PARENTAL CONSENT TO WORK AND SCHOOL VERIFICATION

THESE SECTIONS MUST BE COMPLETED BY YOUR SPONSORING PARENT AND SCHOOL OFFICIAL FOR YOU TO BE ABLE TO WORK.
YOUR APPLICATION WILL NOT BE ACCEPTED WITHOUT THEIR CONSENT.

1. SPONSOR CONSENT (MUST BE COMPLETED BY YOUR SPONSOR):

- Sponsor Status: You must be under SOFA Status:
 - ☐ Active Duty Military
 - ☐ DOD Civilian (Includes GS, NAF, DODDs Teachers, AAFES, DHL Sponsors)
 - ☐ U.S. Embassy
 - ☐ U.S. Government Contractor
- I, _____ authorize my dependent child, _____, to work in a U.S. Government Youth Employment Program in the Republic of Korea sponsored by the U.S. Forces Korea.
- Working Conditions: My child has my permission to perform the following duties:
 - ☐ Clerical Jobs Only (usually in an office setting)
 - ☐ Labor Jobs Only (Non-Skilled, Non-hazardous work such as cutting grass, painting, some lifting)
 - ☐ Both are acceptable
- Where is your dependent child authorized to work (Check only 1):
 - ☐ Yongsan Only (includes Main Post, South Post, Camp Coiner, 121st Hospital Area)
 - ☐ Hannam Village Only (Jobs Limited)
 - ☐ Yongsan and/or Hannam Village
 - ☐ Sung Nam Golf Course (Jobs limited)
 - ☐ Camp Kim (Jobs limited)
 - ☐ EDFE Compound (Downtown Seoul)
 - ☐ K-16 (Jobs limited)
- I ☐ DO AUTHORIZE ☐ DO NOT AUTHORIZE my dependent child participating in the Youth Employment Program to receive emergency medical care. I understand that this applies only to those situations which are job related injuries.
- Relationship of child to Sponsor: _____

Sponsor Signature

2. SCHOOL VERIFICATION: This section is required in order to verify that the child is still a student in middle or high school. This section is not required for students attending college. See note 2 below.

- The student identified in this application is a full-time student at: _____
- Current Grade: 7 8 9 10 11 12 (Circle) Date of Graduation (if a Senior): _____
- School Official Name, Position and Signature: _____

Notes:

1. Block 2, Student SSN: The student's SSN must be verified. Acceptable documentation includes SSN Card, Parent Tax Forms, or Prior IRS W-2, Statement of Earnings Form.
2. Block 14, College Attendance Verification: A letter from the School Registrar is required which verifies attendance at the school or School Transcripts for the current Semester/Quarter.

Forms Checklist: Does your application contain the following forms? All forms must be completed and signed.

- ☐ Youth Employment Application
- ☐ SF-1199 "Direct Deposit Form" obtained from your bank
- ☐ W-4 Tax Form
- ☐ Leave and Earnings Statement Disposition Form
- ☐ Copy of your U.S. Passport with Photo, Visa and SOFA Stamp
- ☐ Verification of Student SSN: SSN Card, Parent Tax Forms, or Previous IRS W-2 Statement of Earnings Form
- ☐ SF-85, Self ID of Handicap
- ☐ SF-191, Race and National Origin
- ☐ College attendance verification (see note 2 above)
- ☐ SF-61, Appointment Affidavit

VERIFICATION OF STUDENT STATUS FORM

I certify that _____ is a student
(Student's Name)
at Taegu American School.

(School Officials Name)

(School Officials Signature)

VERIFICATION OF HOME SCHOOLING STUDENT STATUS FORM

I certify that _____ is a student
(Student's Name)
in a home school program.

(Home School Instructor's Name)

(Home School Instructor's Signature)

STUDENT AGE VERIFICATION FORM

This form is to be completed by the applicant's sponsor.

I verify that my son/daughter _____ is _____ years of
(Applicant's name) (Age)
age as of 18 June 2001.

OR IF YOUR CHILD IS ELIGIBLE FOR 2ND SESSION ONLY.
(Turning 14 years of age between 19 June and 23 July 01)

I verify that my son/daughter _____ is 14 years of
(Applicant's name) (Age)
age as of 23 July 2001.

Sponsors Printed Name _____

Sponsors signature _____

Date _____

ADDITIONAL INFORMATION SHEET

1. All applications for summer employment are due on or before 15 May 2001.
2. Application drop-off: CPAC or Taegu American School ONLY.
Scanned applications will be accepted for out-of-country persons only to reileys@usfk.korea.army.mil. In this case, actual application must be delivered to CPAC upon arrival in country.
3. Required training 11 July, 800-1200. Location to be announced. Paid training mandatory for Juniors, Seniors and college students only.
Covering finances, resumes, office etiquette, interviewing and filling out applications for college aid and grants. All attendees will receive a certificate of course completion. All 2nd session employees attending this training will also receive a certificate informing their future employer that employee has taken this training and should receive 4 hours comp time.
4. Work & Pay Schedule

	<u>Start date to End date</u>	<u>NAF Pay Rec</u>	<u>APF Pay Rec.</u>
<u>1st session</u>	18 June 01 to 20 July 01	7-11/7-25/8-08	7-12/7-26/8-09
<u>2nd session</u>	23 July 01 to 24 Aug 01	8-22/9-05/9-19	8-23/9-06/9-20
5. Contact for Civilian Personnel Advisory Center (CPAC) is Susan Reiley at 768-6670. Or e-mail your inquiry to reileys@usfk.korea.army.mil

LOCAL APPLICANT QUESTIONNAIRE

AUTHORITY: Title 5, Code of Federal regulations, Sections 5.2 and 5.3; Title 5, USC, Sections 1303, 1304 and 3301; Sections 8(b), 8(c), and 9(c) of Executive order 10450; title 42, USC, Sections 1434 and 2585.

PURPOSE: Used by civilian personnel specialist to make determinations regarding eligibility for employment with the US Forces and employee referral priorities.

NAME: _____ SOCIAL SECURITY NUMBER: _____
(LAST, FIRST & MI)

PLACE OF BIRTH: _____ DATE OF BIRTH: _____
(CITY AND STATE OR COUNTRY) (DATE/MONTH/YEAR)

SECTION A: TO BE COMPLETED BY ALL APPLICANTS

1. Status and reasons for being in the overseas area (Mark "x" and complete information where applicable.)

☐ SPOUSE OF ACTIVE DUTY MILITARY MEMBER ASSIGNED TO _____

(Attach copy of sponsor's PCS orders, or agency documentation showing command sponsorship Complete Section B.)

☐ SPOUSE OF DOD CIVILIAN EMPLOYEE ASSIGNED TO _____

(Attach copy of sponsor's orders, or agency documentation showing command sponsorship Complete Section B.)

☐ CHILD OF ACTIVE DUTY MILITARY OR DOD CIVILIAN EMPLOYEE ASSIGNED TO _____

(Attach copy of sponsor's PCS orders, or agency documentation showing command sponsorship Complete Section B.)

☐ ACTIVE DUTY MILITARY MEMBER SEEKING EMPLOYMENT DURING OFF DUTY TIME.

(Complete Section C)

☐ OTHER: _____ (Explain, e.g. tourist, student, employed by private company, et cetera. If employed by a private company or a dependent of a person employed by a private company, be sure to include company name including address. Complete Section C.)

2. US CITIZEN BY: ☐ BIRTH ☐ NATURALIZATION
Give original citizenship: _____

3. PASSPORT NUMBER: _____ DATE OF ISSUE: _____

4. If you are not a US citizen, list the country(ies) of which you claim citizenship and identify whether or not you have a passport for that country(s).

SECTION B: TO BE COMPLETED BY SPOUSE OF MILITARY AND GOVERNMENT EMPLOYEES

1. Sponsor's name and grade: _____

2. Sponsor's current organization: _____

3. Sponsor's current duty phone: _____ Sponsor's DEROS: _____

4. Are you currently residing with your sponsor? ☐ YES ☐ NO

5. Your ID card number: _____

SECTION C: TO BE COMPLETED BY MILITARY MEMBERS SEEKING EMPLOYMENT IN OFF DUTY TIME

1. Organization to which you are currently assigned: _____

2. DEROS: _____

3. I understand that under the JOINT ETHICS REGULATIONS, my military duties take priority over other employment.

SECTION D: TO BE COMPLETED BY FORMER MILITARY MEMBERS

1. Date of Separation: _____
2. Place of separation: _____
3. Reason for separation: _____
4. Military transportation entitlement
☐ WAS USED ☐ WILL BE USED ☐ WILL NOT BE USED

SECTION E: TO BE COMPLETED BY ALL APPLICANTS OTHER THAN DOD DEPENDENTS OR OFF DUTY MILITARY

1. List date of original arrival in Korea and all entrances to and exits from Korea for last five years.

2. Current residence: _____
☐ Owned house, apartment, etc (By applicant or family member(s) including in-law(s))
☐ Rented house, apartment etc, since _____ Current lease expires: _____
☐ Other (Give details in section F)
- Do you have a place of residence in the U.S.? ☐ NO ☐ YES
If answer is YES, give full street address including Zip Code _____
1. Local Resident: Permit type and expiration: _____
VISA type and date of expiration: _____
2. Do you have, or have ever had, a local work permit? ☐ NO ☐ YES (give details in section F)
3. Who is paying for your household good storage? _____
4. ☐ I am not married ☐ I am married and my spouse is/is not working on the local economy.
5. Do you or your spouse own real property or an interest in a business in Korea?
☐ NO ☐ YES (give details in section F)
6. Do you have a driver's license issued by Korean authorities? NO ☐ YES ☐
7. Have Korean authorities ever taxed your income? NO ☐ YES ☐
8. Do you have a return ticket to the U.S. ?
☐ NO ☐ YES date of flight _____ If open ticket, date of expiration. _____

SECTION F: REMARKS

APPLICANT'S NAME (PRINTED) _____

SIGNATURE: _____ DATE: _____

ROUTINE USES: Records from the system of records may be disclosed for any of the blanket routine uses published by the Department of Defense. Furnishing the information is voluntary. If you do not give the requested information, it may result in erroneous employment determinations and may be grounds for not employing you or dismissal after you begin work.